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DDA 87-0967

5 May 1987

MEMORANDUM FOR: DA Office Telephone Focal Points

25X1 FROM:



Executive Assistant to the DDA

SUBJECT: Secure PBX Installation in Headquarters

1. As you know, OIT is starting to install new secure telephones on their Headquarters PBX. The current installation schedule calls for work to begin immediately on the second floor, with work on the first floor beginning in late May, and on the fifth floor in July.

2. In order for Contel, OIT's contractor, to plan their telephone work, they need the following information for each individual Headquarters room complex:

- a. Room Number(s), e.g., "7D18"
- b. Room Focal Point, e.g., "Debbie S."
- c. Focal Point's Non-Secure Telephone Extension, e.g., "62705"
- d. Approximate Number of Secure Telephones Needed in the Room, e.g., "3"

I have already provided Contel with information about DA rooms on the first and second floors of Headquarters. Please pull together the information for any other Headquarters space owned by your office. I need your input by the end of May.

3. A copy of Contel's pre-survey packet is attached. Please forward a copy to each of the Headquarters focal points which you identify. Thanks for your help.

25X1 Attachment:  
As Stated



90-5

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ORIG: EXA/DDA:



Distribution:

25X1

Original

- 1 - [Redacted] OC/AMD/SS/LOG w/att
- 1 - [Redacted] OF/SO w/att
- 1 - [Redacted] OIT/SS w/att
- 1 - [Redacted] OL/IMSS/DAS w/att
- 1 - [Redacted] OMS/EXO w/att
- 1 - [Redacted] OP/EXO w/att
- 1 - [Redacted] OS/AS/LS w/att
- 1 - [Redacted] OTE/AS w/att
- 1 - DDA Subject wo/att
- 1 - DDA Chrono wo/att
- 1 - EXA/DDA Chrono wo/att